



PARENT-STUDENT HANDBOOK 2020-21

PRINCIPAL – Lori Rucksdashel

3933 PATTERSON STREET
ANCHORAGE, AK 99504

(907) 742-1650

(907) 742-1677 (FAX)

SCENICPARK.ASDK12.ORG

VISIT OUR WEBSITE

WWW.FACEBOOK.COM/SCENICPARK_ELEMENTARY/WELCOME.HTML

LIKE AND FOLLOW US ON FACEBOOK

WHERE TO TURN FOR HELP

EDUCATIONAL PROGRAMS AND DELIVERY SYSTEMS:

Our goal at Scenic Park Elementary is to be a strong neighborhood school that works hard to meet as many of our students' learning needs as possible. We believe that the success of the school depends upon teachers, parents, community members, and students working cooperatively together. Please refer to the following list of services available at Scenic Park. Simply call our office at 742-1650 to contact a staff member.

Principal:

Lori Rucksdashel

Special Education:

Jill Abrams, Grades K-3

Sandra Charlestream, Grades 4-5

School Psychologist:

Colleen Pucillo-Stout Psychologist

OT:

Ann Starkey

PT:

Mary Beth Emerton

Bilingual:

Lily Krueger – ELL Teacher

Alba Barrios-Gonzales – Bilingual

Tutor

Speech:

Tess Dudley – Speech Pathologist

Front Office:

Tiffany Hatcher

Kim Hughes

Nurse:

Tracy Taylor

Cafeteria:

David Gill

PTO Board:

President: Christie Mascelli

Co-President: Robert Landers

Vice President: Maddie Mott

Co-Vice President: Kristin Taylor

Treasurer: Stephanie Anderson

Secretary: Chrissy Drake

Specialists:

Art: Kitty Baker

Chinese FLES: Robyn Lin

Health: TBA

Library: Allison Brandt

Music: Dorinda Congdon

PE.: Scott Armstrong

P.E.: Megan Wegsheider

GENERAL INFORMATION ABOUT SCENIC PARK

TELEPHONES

The school telephone number is 742-1650. Students are allowed to use the telephone only with the permission of their teacher or another staff member. Calling to see if they can go home with a friend is not considered business or an emergency.

Children should not be receiving incoming calls unless it is absolutely necessary. With over 400 students in the building, unnecessary calls cause problems and interruptions. Important messages can be delivered to students, but **please allow time for delivery.**

TIME SCHEDULE

8:30	Teachers Report/ Students to purchase breakfast are let into the cafeteria
8:40	Supervision outside the building begins
8:50	Entry Bell Rings, students enter the building to prepare for their day
9:00	Tardy Bell Rings, classes begin
11:10 –1:20	Lunch & Recess Schedule
3:30	Dismissal
3:40	<u>Supervision outside the building ends/all students must be gone from the school grounds and students picked up by 3:40 PM.</u>

Scenic Park Expectations for Excellence **“I Statements”**

- I respect learning: I am on time to class, listen carefully, participate actively and ask questions that help me do my very best to learn and grow.
- I respect myself and others: I care about my safety and well-being and I act in way that will cause those around me to be safe, cared for, and respected. I use polite language at all times and follow adult directions the first time they are given.
- I respect rules and laws: I follow the Anchorage School District policies as stated in the Rights and Responsibilities handbook regarding drugs, alcohol, weapons, harassment, racial slurs, attendance and fighting or play fighting (including rough-housing.)
- I respect property: I take care of my school, my belongings, and the property of others.

GENERAL STUDENT GUIDELINES

- Toys, cell phones, ipods, Kindles, DS, electronics & video games, CDs, and inappropriate/dangerous /disruptive objects, written or visual materials are not allowed at school.
- * **Heelies**, skateboards and snowboards are not allowed at school.
- * **Extra money, purses, wallets, or valuables** should not be brought to school, as we cannot guarantee its security.
- Students must have permission from a teacher or staff member to leave any classroom or supervised area.
- Students are not to leave the school grounds without the knowledge of the office staff. Parents need to sign students out in the office if they are taking them out of the building or off the grounds during the school day (9:00-3:30).
- Gum chewing, mouth sprays/washes and perfumes are not allowed in the building or on the playground.
- Students with cell phones need to keep them turned off and put away in their backpack during school hours.

The Anchorage School District School Board Policies, Students' Rights and Responsibilities Documents and the Elementary School Grievance Procedure Guidelines are available at the school office.

GUIDELINES FOR ARRIVALS/DEPARTURES

Scenic Park class hours are from 9:00 a.m. to 3:30 p.m.

- Students are not to arrive at school earlier than 8:45 a.m. **Students are not allowed in the building before 8:50.** There is no supervision on the school grounds early in the morning or late afternoon.
- Students who are eating breakfast may arrive at 8:30.
- Students will use their assigned exits and entrances. Assigned student doors will open at 8:50 a.m. and classes will convene **promptly** at 9:00 a.m.
- All students should leave the school building at dismissal times unless involved in a supervised after school activity. All students should be off school grounds by 3:45. Students who are not picked up by 3:40 will come to the office to call their parent(s). If parents are unavailable, a call will be made to the emergency contact person. Students will remain in the office until someone comes to pick them up. Students must then be signed out by an adult.
- Students need to have permission from parents/guardians to visit a friend's home BEFORE they arrive at school in the morning.
- Students are not to play or run in front of the building. This area is dangerous when traffic is present. They must stay on sidewalks and use crosswalks.
- Students may not climb on the building, signs, fence, outdoor walls or trees.
- STUDENTS MUST USE DESIGNATED crosswalks when crossing the drop off lane or Patterson Street.

TRAFFIC GUIDELINES FOR ARRIVAL/DEPARTURES

Parents who drive their children to or from school are **to enter at the designated entrance only.** THE SOUTHERN ENTRANCE IS FOR BUSES ONLY

WHEN DROPPING OFF OR PICKING UP STUDENTS, PLEASE MOVE AS FAR FORWARD AS POSSIBLE TO ALLOW OTHER CARS TO ENTER AND NOT BLOCK TRAFFIC ON PATTERSON. THIS IS A FIRE LANE. IF YOU NEED TO LEAVE YOUR VEHICLE, PLEASE USE THE PARKING LOT OR LEFT HAND SIDE OF THE DRIVEWAY ONLY. OTHERWISE YOU CAN BE TICKETED. Please do not stop or load/unload in the coned area. Do not block bus exits, fire lanes, crosswalks, or the parking area behind the pickup and drop off area.



Please Note:

The church has been generous over the years in allowing us to use their parking lot for student drop off and pickup. This is private property. Please be respectful.

During the winter months, we have been asked not to drive into their lot after a snowfall until it has been plowed. This is a great place to park for special assemblies and events.

ATTENDANCE

“You Miss a Day, You Miss A Lot!”

Scenic Park Elementary School values the time that children spend at school. We believe that the first step toward academic excellence and student growth is a high attendance pattern. Please stress this with your child(ren.) As a team we can work together to encourage our student to attend school and to be prompt. The State of Alaska has compulsory attendance laws, and repeated, extended or continued truancy from school may result in non-promotion, suspension or expulsion.

Absences

- Please call 742-1650 if your child is going to be absent by 10:00 AM or bring in a written excuse the following day.
- If you need to take your child out of school during the school day, please come into the office to sign your child out of school. **No child will be called down to the office for early dismissal without the parent being present.**
- Excessive, unexcused absences will be addressed by the administration in accordance with ASD policy.
- Excessive, unexcused tardies will also be addressed by the building administration.

STUDENT RESPONSIBILITY GUIDELINES TO AND FROM SCHOOL

- Students are responsible for following school rules on their way to and from school. (See page 2). This includes behavior at bus stops and on the bus.
- All walking students who cross Patterson need to cross with the crossing guard at the crosswalk directly in front of the school.

BUS BEHAVIOR

- Students will follow Scenic Park School Rules on the bus. See page 2.
- Students will use quiet indoor voices on the bus.
- Students will be courteous to the bus drivers and follow their instructions.
- Students will stay seated.
- If students are given an assigned seat by the bus driver, students will sit in that seat until given permission from the bus driver to do otherwise.
- Skateboards and snowboards are not allowed on the bus.

BUS CONDUCT REPORTS

All students are expected to behave on the bus in a calm, quiet, safe manner and to abide by bus rules. Bus conduct reports given to a student by the bus driver may result in one or more of the following:

1. warning conference, parent notification
2. suspension of bus privileges
3. revocation of bus privileges
4. detention/work detail
5. suspension

STUDENT RESPONSIBILITIES ON THE PLAYGROUND

- If problems arise with other students, students are to contact the noon duty supervisors immediately for assistance.
- Students are not to take food out of the cafeteria without permission.
- Students are to remain on the playground throughout the entire recess. Noon duty attendants will give students passes for entry during recesses for specific purposes.
- There will only be one student per swing, no twisting or side to side movement or standing and jumping from the swings. No saving swings for a friend.
- Only one student is to use a slide at a time. Students must be in a seated position. Slides may not be used for climbing.
- No hardballs (baseballs) will be used during recess periods.
- Students are not to climb on the building, fences or trees.
- **No tackle football, King of the Mountain, play fighting, wrestling, roughhousing, or karate kicks.**
- No objects, other than authorized game equipment, will be thrown.

LUNCH GUIDELINES

- Students will sit in their assigned class areas.
- Students who have no lunch will call home for a cold lunch (at the teacher's discretion) or be given a hot lunch to be charged to their account. They may also take food from the share table.
- Students must have a clean area and raise their hands to be dismissed.
- Each student must eat his/her own lunch. Food sharing and swapping is not allowed.
- During lunch and recess, students may not return to the classroom without a pass. Students must remember to bring all recess items to lunch.
- Students need a pass to re-enter the building from the playground.
- ***Due to safety reasons, heating lunches in the microwave and hot water will not be available for student lunches.**

BREAKFAST/HOT LUNCH

A breakfast and a hot lunch are available for purchase each day at school. The menu is available at www.scenicpark.asdk12.org or [Student Nutrition](#). If you prefer to send a lunch with your child, please mark the lunch box or bag clearly with your child's name. Lunch prices are listed below:

Breakfast	\$2.50/day
Lunch with milk	\$4.25/day
Milk only	\$0.75/day

A permanent lunch card will be issued when lunches are purchased and will remain with the kitchen staff's care. Balance notifications will be sent home with your child weekly from student nutrition. You can place money on your child's account online with zangle parent connect. Please call us for log in help at 742-1650. Children can qualify for free or reduced-price meals based on household income, you can apply online on the student nutrition website. The cafeteria is a separate operation from the school. It is run by the ASD Student Nutrition Department. Student Nutrition can be reached at 348-5142.

MEDICATIONS AND ILLNESS

Due to the group conditions found in schoolrooms, childhood ailments spread rapidly. We therefore ask that when your child is ill, please keep him/her home.

Generally speaking, **every student who attends school should be well enough to participate in the scheduled recesses and physical education classes for that day.** Since recess and outside activities are an integral part of our total program, and since we have no provision for supervision of groups of students inside when teachers and classmates are at gym or recess, **we ask that children who are too ill to participate in normal activities remain at home.** Written excuses from doctors will allow a child to remain indoors during PE or recess, but **any child well enough to come to school needs to be well enough to go outside.**

If your child becomes ill, or there is an emergency at school, we will call you to come get him/her. It is necessary that we have a telephone number(s) (the more the better) where we can reach you, or leave a message that you will receive in a rapid manner. We also would like the name and number of a relative(s), friend(s), or neighbor(s) who can come get your child in case of an emergency when you cannot be reached.

School Hours – Door Procedure

Our goal is to keep students and adults safe at all times. As you may be aware, we have implemented our front door lock down system. **All doors will be locked during the school day. If you come to school you will need to be buzzed in.** The button is on wall to the right of the doors. Once you

buzz, a staff member will ask for you to identify who you are, as well as your reason for visiting. **Once you are buzzed in you must still visit the office and sign in.**

VISITATION BY PARENTS

We invite parents to visit the school while classes are in session. **We do ask, however, that you check with the teacher before your visit and sign-in at the office when you arrive. We also require that all visitors and volunteers put on a visitor's badge before visiting in our building.** Unless you have prearranged it with the teacher, please do not bring pre-school children along on your visit. This lessens the chance of student distraction in class and disruption of the learning process. We also invite parents to join children for lunch. Children enjoy eating with family members. It also gives you a chance to meet their friends. Student Nutrition does ask that you inform them of your visit by calling the school office a day in advance. This allows them to insure enough meals are ordered.

RELEASING STUDENTS FROM SCHOOL

For the protection of students and to prevent unauthorized persons from taking children from school, the following procedures will be followed:

1. No child will be permitted to leave with anyone other than the parent or guardian listed on their registration form, unless permission of parent or guardian has been secured.
2. **ALL STUDENTS MUST BE SIGNED OUT WHEN LEAVING DURING SCHOOL HOURS.** Persons picking up children are to report to the office to identify themselves and may be asked to show identification.
3. **Do not go directly to the classrooms to pick up children.** Teachers have been instructed not to release children without authorization from the office.
4. Students will be released from class only after the person picking up a child has signed him/her out in the office.
5. **Parents with child custody concerns need to have copies of complete court documents in the child's file at the school office.**

MONEY

Please send money to school with your child in a sealed envelope. Please write the following information on the outside--your child's name, the teacher's name, the amount of money enclosed and what the money is for. The safest way to send money to school is in the form of a check. Please talk to your students about bringing valuables or large sums of cash to school. **We cannot guarantee its safety.** You can place money on your child's account online.

PARENT TEACHER ORGANIZATION

The PTO is involved in many projects that expand our educational program and are extremely beneficial to our students. Our PTO needs your involvement and you are invited to join and become involved. Everyone is welcome and encouraged to attend the meetings and participate. Meeting dates and times can be found on our website.

PLEASE SIGN-IN AND OUT AT THE OFFICE AT THE BEGINNING AND END OF YOUR VISIT.
CLASSROOM INFORMATION

SUPPLIES

ASD provides a generic supply list for each grade level. These supplies will need to be replenished throughout the year. Your child's teacher may have other "wish list items" for the classroom. In addition to classroom supplies, each student should have a pair of gym shoes for exclusive use in the gym.

HOMEWORK

There may be regular and/or periodic homework at various grade levels. Excessive homework may mean a student is not using their class time wisely. If you feel like your child is spending too much time on homework on a consistent basis, please contact your child's teacher to discuss the issue. If you are asked to sign your child's papers or assignment calendar, please do so. **This is a forthright effort to keep you informed of your student's work. Your support is greatly appreciated!**

We strongly encourage you to set aside a regular time each day for homework, conversation and recreational reading. Reading 15-30 minutes/day will improve your student's achievement and help establish a lifelong love of reading and learning.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

***There are two scheduled conferences during the school year. Time restraints allow for only one conference per student. Please schedule a time when all parents can attend together.**

Other times during the school year, situations may arise that necessitate another conference with your child's teacher or you may have questions about your child's progress, adjustment in school, or want more information about school practices and programs. Your child's teacher will be glad to discuss such matters with you, and all you need to do is call or email the teacher to schedule an appointment time.

Teachers are often too busy teaching to discuss your child or answer questions during class time. In addition, they sometimes have duties that keep them busy before or after regular school hours. In order to avoid disappointment, please call, email or send a note ahead of time letting the teacher know that you would like a school or phone conference. A definite date and time can then be arranged.

FIELD TRIPS

From time to time, class groups will be taking trips to various parts of the community. In order for a student to participate in such a trip, it is mandatory that a written permission form is on file at the school. If a student fails to return the signed form by the deadline, the student will remain at school during the trip.

Under certain conditions, parents may be asked to drive students on field trips. Parents who wish to volunteer to drive for these trips must have insurance coverage. The coverage required is liability insurance in the minimum amount of \$100,000/\$300,000, plus bodily coverage and property damage insurance in the amount of \$25,000. Drivers must have a current Alaskan driver's license, the vehicle must be equipped with seat belts and insure all occupants are wearing a seat belt, and must fill out the necessary form in the school office before the scheduled trip. **It is required that children ages 1-8 and under 4'9" have a belt positioning booster seat. No children may ride in the front seat during school-sponsored trips.**

LIBRARY POLICY ON LOST BOOKS

When a child loses a library book it can be replaced by either paying the current price of the book, as determined by the District, or purchasing the same book from a local bookstore. While looking for the lost book, the student may be allowed to check out one book that must remain at school. If this book is lost, the privilege of checking out additional books may be taken away until the book is found or replaced. If a lost book has been paid for or replaced, and it is then found, the money will be returned to the student.

Birthday Celebrations

Birthday parties are not authorized by district directive. If parents would like to bring in a *healthy* snack (*no cupcakes, cakes, candy, or sweets*) for the entire class, they should make arrangements with the teacher for approval and an appropriate time. **NO BIRTHDAY CELEBRATIONS WILL BE ALLOWED DURING LUNCH IN THE CAFETERIA. Scenic Park is a latex-free school. PLEASE do not bring latex balloons or other latex items into our building.**

To avoid hurt feelings, we request that invitations to private parties not be distributed at school, unless they include the entire class.

ANIMALS AND PETS

We must limit pet visits to school because they can cause allergic reactions for some students. Visits must be arranged ahead of time with the teacher. The following animals are **prohibited** in the schools:

- Birds (Parrots, Parakeets, Cock-a-toos – Spread Psittacosis)
- Rats (Municipal ordinance)
- Ferrets (Any animal in the weasel family)
- Turtles (Spread Salmonella)
- Reptiles (Including iguanas)

Any animal that causes an allergy to a child will be immediately removed from the school. Dogs must be on a leash, licensed with municipality and have current rabies tags on their collar. Cats must have an identification tag or evidence of having an identification microchip. Animals must not be in “heat.” ***Due to potential danger and health concerns to our students. Please refrain from bringing your pets on the school property during school school hours without prearranging the visit.**

DRESS CODE

The purpose for a dress code at Scenic Park is to protect the right of each student to an education and to maintain an effective learning environment in the school. The following rules must be observed:

1. Hats, caps, bandanas and other head coverings must be off in the school at all times.
2. No sagging pants dropped below the waistline.
3. Clothing with inappropriate messages (implied or explicit), suggestive pictures or language, illegal drugs, alcohol/tobacco advertisements may not be worn.
4. Muscle shirts, short shorts or short skirts that are too revealing will be considered unacceptable attire. Please, **(no pajamas)** unless for a school wide event.
5. No midriff, low cut, spaghetti straps or clinging shirts, sweaters or tops.
6. Belts and suspenders must be properly worn.
7. Chains that hang from belt loops or wallets are not permitted.
8. No clothing that imitates gang attire or gang membership is allowed.
9. Clothing that is too tight, too short or too revealing is not allowed.
10. ***No Heelies (roller shoes.)**

LOST AND FOUND ITEMS

In order to help return lost items, please put you child's name permanently on all clothing items, jackets, lunch boxes, school supplies, etc. Also, we suggest that winter outer garments be marked with reflective tape for safety purposes.

We periodically contribute our over supply of Lost and Found items to community service organizations. We ask students and parents to check the Lost and Found for their property before we dispose of those items.

COLD WEATHER ATTIRE

1. Students must wear clothing appropriate for weather conditions. Students will go out for daily recess unless the temperature drops below -10 degrees. Students will need headgear, footgear (including socks), gloves or mittens, as well as a warm coat ***Students in K-2 must wear snow pants. (Parents will be called to bring winter clothing if students are without hats, gloves, socks, boots or warm coats.)**
2. We recommend that during the winter months students keep a light pair of shoes, marked with their name to wear indoors. Snow boots are too warm to wear all day in a heated classroom. We cannot allow children to run barefoot or in stocking feet because we must be prepared to evacuate the building rapidly in case of a fire or earthquake.
3. During the cold weather months, gloves or mittens (ski mittens are the warmest and most durable) that are thick and waterproof are recommended. Knitted or cloth gloves tend to get wet from playing in the snow and hold little warmth when it is very cold.
4. Since human heat loss is greatest through the head, it is recommended that children wear warm hats outside. Wool or fleece ski-type hats are best. **Baseball caps do not sufficiently protect the head, neck or the ears during a 30 minute recess.**
5. All hats and gloves should be **permanently marked** with the student's name or initials to facilitate their return to the owner should they show up in our lost and found.

SLEDDING HILL RULES

Children may bring their own **roll-up sleds** (make sure they are labeled with student's name) to school to use during recess. They will be able to use sledding the hill as long as sledding conditions are good.

1. ***Snow pants, hat, and gloves must be worn by all students K-5.**
2. No belly, backwards, standing or group sliding is allowed.
3. Sliding will be in a seated or feet first position only.
4. No pushing of sleds or people from the top of the hill.
5. Sled crashes and pile-ups are not allowed.
6. No jumps will be constructed.

7. Students must climb the hill outside of the sledding zone and slide down the middle of the hill only.
8. Any violation of the above rules will result in the loss of sledding privileges.

ICE SKATING

During the winter months, an attempt will be made to maintain the ice rink on the school grounds for use during physical education classes and during noon recess. Students will need a signed permission slip, available from the office, to skate at noon. **Students who bring ice skates to school must have skate guards to prevent injury or damage from the sharp blades.** It is wise to label the skates and guards with the student's name. Students will put on their skates in the area provided for this purpose.

BICYCLES AND OTHER RIDING DEVICES

Students who ride bicycles to and from school during nice weather should do the following:

1. Students must have a wheeled transportation permission form on file at the school office.
2. Helmets are required for the students' safety. **Students must also wear bicycle helmets when going on a school-sponsored field trip using a bicycle.**
3. Upon entering the school grounds, students must walk bicycles directly to the bike racks and lock them to the rack. Scooters must be folded up and roller blades removed.
4. To prevent accidents or other problems, no wheeled form of transport will be ridden on the playground area from the time one-half hour before school to one-half hour after school dismisses. NO skateboards allowed.
6. Equip bicycles and riders with reflective devices.
7. All wheeled transport will be walked across the street at our crosswalks.
8. Unsafe bicycle, scooter and roller blade use will result in a warning and possible loss of use at school.

Due to aspects of Alaska State Law and for safety sake, elementary students are not to drive motorized vehicles to school at any time

EMERGENCY PROCEDURES

1) EMERGENCY DRILLS

Periodically, we will hold drills to practice lockdowns and emergency evacuation of our building. An emergency plan and a route chart are posted in each classroom and at various locations throughout the building. When the alarm is given, children will follow drill procedures and proceed until an "all clear" announcement is made. During drills, all people, including adults visiting the school, are to participate fully in the activity. Procedures for earthquake and civil defense drills are also posted in the hallways and are practiced periodically by all students, staff and visitors.

PROBLEM SOLVING OPTIONS IN THE ANCHORAGE SCHOOL DISTRICT

If a concern or problem arises at school, there are several ways to seek a solution. It is always desirable to speak first to the person nearest the problem. If this is not possible, there are resources and procedures available to Anchorage School District parents and students. The following is a list of suggested progressive steps:

1. Go to the person involved. If that is not successful, call the principal, Jennifer Schmitz, at 742-1650.
2. Call the office of Elementary Education if a resolution is not possible at school. If the concern relates to a Special Education student, you may also call the office of Elementary Special Education (742-3886) or the Executive Director of Special Education (742-4236). If the issue concerns pupil transportation, call Transportation Services.
3. Use the Anchorage School District Citizen's Complaint Process. The form is available in any school office or at the Elementary Education office.

BEHAVIOR AND STEP PROCEDURE

The ultimate goal of our discipline plan is for students to develop responsibility for their own behavior and to exercise self control. This is done by teaching and encouraging behaviors expectations. As a staff, we strive to treat students the way we expect them to treat others. Students are expected to conduct themselves in a way that will contribute to their own education, safety, and well-being and in no way infringe upon the rights of others to have the same privileges.

WE BELIEVE THAT:

1. Appropriate behavior is the standard we expect and it allows for teaching and learning to take place.
2. Appropriate student behavior assures a safe, orderly classroom and school.
3. The majority of students do behave appropriately.
4. Students who misbehave will experience the consequences of their actions.
5. Students are expected to learn from their mistakes. Repeated misbehaviors result in more serious consequences.
6. Parents play a primary role in shaping appropriate student behavior and in correcting misbehavior.

The discipline plan at Scenic Park Elementary is known as the STEP plan, and it is a program teachers use to manage their classrooms. There are four steps in the process, as well as detention.

STEP 1

5 Minute Timeout

BEHAVIORS

Classroom disruptions (i.e. talking out of turn, unnecessary /inappropriate noise). Off task or not following directions, willful disobedience and non complaint. Out of seat without permission.

CONSEQUENCE

The student sits in a chair away from the group in the same classroom for a 5 minute “stop and think” time. The student watches the class, but does not participate. The student may be asked to write in a notebook or a Problem Solver may be assigned.

STEP 2

10 Minute Timeout

BEHAVIORS

Repeated Step 1 behaviors.
Disrespect for peers (i.e. name calling, unkind or inappropriate remarks
Inappropriate or unsafe use of school/ playground equipment (i.e. bathrooms, abuse of materials, etc.) Running in designated walking areas.

CONSEQUENCE

Student sits away from the group at another desk or table. The student may receive an incident report)and/or be will be asked to write about the problem. Teacher will discuss the student's behavior with the student when time allows.

STEP 3

Timeout in Another Classroom

BEHAVIORS

Repeated STEP 1 & 2 behaviors.
Inappropriate language or gestures.
Unacceptable physical contact (pushing, shoving, spitting, roughhousing).
Throwing objects, (i.e. rocks, food, snowballs, etc.) detention possible, especially, for repeated behavior.
Defiance of authority- first offense (verbal or body language.)
Disrespect toward staff

CONSEQUENCE

The student is removed from the classroom to a "buddy" room where the student sits away from the class and receives an written incident report. The incident report must be signed by a parent. This may also result in a lost recess, work detail, or after school detention.

CONTINUATION OF BEHAVIOR AND STEP PROCEEDURE

STEP 4

Principal's Office

BEHAVIOR

Repeated all STEP/Detention Behaviors.
Continued willful disobedience and non-compliance.

Serious misbehaviors such as intentional injury to another person.
fighting, harassment and/or bullying of others, verbally abusive or offensive language, weapons or look alike weapons, alcohol, drugs and not reporting weapons or other dangerous situations.

CONSEQUENCE

Conference with Principal.

Immediate Suspension

The Principal is responsible for the final decision regarding discipline.

SUSPENSION

In-School – Student spends 1/2 or full day in another teacher’s class with work to complete.

Out of School – Student is not allowed on school grounds. Missed work may be made up.

This has been a very successful behavior management model. However, we are aware that this process may not work for all students. For those students, staff and parents will develop alternate intervention plans.